

General

How do I put the company name into the document footer?

Open up the document through NovaCore. In MS Word open the document footer by double clicking on the footer. Then go to the **Insert** tab and choose the **Custom Field** dropdown. The first field you will see is Company. Select this to insert your company name into the document.

For more information about using custom fields, check out this link:
<https://help.novacore.com.au/using-custom-fields.html>

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